

## **New License Fees for 2007-2008**

New License	\$120
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Renewal License	\$ 85
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For a new license or to renew a license six months into the license period  
(starts October 1, 2007 through March 31, 2008) \$ 60

# City of Cincinnati



Department of Transportation and Engineering  
Division of Engineering

City Hall, Room 445  
801 Plum Street  
Cincinnati, Ohio 45202-1927

February 6, 2007

Eileen Enabnit  
*Director*

Donald W. Rosemeyer, P.E.  
*City Engineer*

**RE: 2007 Street Contractor License**

Dear Street Contractor:

It is that time of year to renew your Street Contractor License for the 2007 construction season. In order to help you obtain your license with as little inconvenience as possible, we are enclosing an original *City of Cincinnati* bond form. **Only original, completed, City of Cincinnati signed bond forms** or our bond form obtained from the City's website at <http://www.cincinnati-oh.gov/transeng/pages/-7297-/> (click on "Street License Forms 2007-08" link) will be accepted. Complete one bond form for each license. **All current Street Contractor Licenses expire on March 31, 2007.** To obtain your Street Contractor License for 2007, you must provide the City of Cincinnati with a bond in the amount of at least \$10,000.00.

We have also enclosed a company information sheet to be kept on file in our office. Please complete all the information and return it with your bond form. **Your license will not be processed without it!** If you are interested in being notified by e-mail of special notices and having your renewal notice e-mailed next year, please provide your e-mail address. Also, if you are interested in being on a residential listing, please mark the appropriate boxes on the company information sheet.

Please complete and **sign the bond form** and have it properly executed by your bonding company. Please type or print name and title under "Principal" and "Surety". Please note that license fees have changed to \$120 new and \$85 for a renewal if you were licensed with us last year. Return the original completed and signed City of Cincinnati bond form with the Power of Attorney attached, your company information sheet, and a check for the license fee to: City of Cincinnati, Department of Transportation and Engineering, 801 Plum Street, Room 450, Cincinnati, OH 45202, Attention: Right-of-Way Management (ROW Mgmt). Your bond form will be processed and the license mailed to your company.

Please note that if your bond is cancelled while you have an active City of Cincinnati Street Contractor License, you will have 30 days from the date of the cancellation notice to produce a new bond to us. After this time frame, any bond re-submittals will be charged the current renewal rate. **No permits** will be issued until the bond is current and any necessary fees have been paid.

Please feel free to call Erin Martin at (513) 352-5324 if you have any questions concerning the licensing process.

Sincerely,

Mike Niswonger, Principal Engineer  
Right-of-Way Management

**City of Cincinnati**

Department of Transportation & Engineering  
Division of Engineering/ Right-of-Way (ROW) Management  
801 Plum Street, Room 450, Cincinnati, OH 45202  
513-352-3463

**LICENSED STREET CONTRACTOR  
BOND FORM**

For Office Use Only:

Contractor's License No. \_\_\_\_\_

PW - \_\_\_\_\_

As used in this Bond, the following terms have the following meanings:

**“Principal”** and **“Applicant”** means \_\_\_\_\_

Street Address

City

State

Zip Code

Phone/Fax

**“Surety”** means \_\_\_\_\_

Street Address

City

State

Zip Code

Phone/Fax

**“City”** means City of Cincinnati.

**“Work”** means to dig, excavate, build, erect, place in jeopardy and/or repair street infrastructure.

KNOW ALL MEN BY THESE PRESENTS that Principal and Surety are held and firmly bound unto City in the sum of \$\_\_\_\_\_ (a minimum of \$10,000) to be paid to City; and we jointly and severally bind ourselves, our heirs, executors, and assigns.

The conditions of the above obligation are such that:

WHEREAS, the Principal is an applicant for a license permitting him to obtain permits to work on City owned property within the City for the term of one year from April 1, \_\_\_\_\_, to March 31, \_\_\_\_\_, inclusive, and

WHEREAS, said work is to be accomplished so as to conform in all respects with the specifications, rules and ordinances of the City.

Now, if said license shall be issued to Principal, the Principal shall perform the Work according to the specification, rules and ordinances of the City on any City owned property; and shall upon notice from the City Engineer, within 30 days, properly complete such Work which, in the opinion of the City Engineer, is not satisfactory due to neglect, workmanship or material, then this obligation shall be void. If the unsatisfactory Work is not corrected to the satisfaction of the City, within the 30-day period, the Principal **will be default of the obligation**. Concurrent with the notice sent to Principal, the City Engineer shall send a notice to Surety. In case of default by Principal, Surety shall pay the City, within 15 days after the default, the full amount, as determined by the City Engineer, necessary to properly complete the Work.

The full obligation for the Principal and Surety under this bond shall **extend for a period of one year** from the date of final inspection by the City Inspector, of any Work performed during the license period.

Signed by us the \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ A.D.,

(Principal) \_\_\_\_\_  
(Name) (Title)

(Surety) \_\_\_\_\_  
(Name) (Title)

(Surety's Bond Number) \_\_\_\_\_

Approved As To Form:

\_\_\_\_\_  
Assistant City Solicitor

**INSTRUCTIONS TO APPLICANTS APPLYING FOR LICENSE IN PERSON:**

Have a recognized surety company who is licensed to do business in Ohio, fill out and sign this form. ***In all cases; a notarized, dated, surety, power of attorney must accompany this bond form.*** After this bond form has been properly completed, signed by the surety company and the contractor, with power of attorney attached, present bond to Dept. of Transportation & Eng., ROW Management, Room 425, City Hall.

# COMPANY INFORMATION

**\*MUST BE COMPLETED AND RETURNED WITH NEW BOND FORM\***

Date \_\_\_\_\_

Company Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No : \_\_\_\_\_

The City of Cincinnati will periodically publish a list of all current Licensed Street Contractors for public use. If you are interested in being on a separate list, for residential work only, please check all applicable construction types shown.

General

Sidewalk/Driveway repair work

Other: \_\_\_\_\_

## COMPANY REPRESENTATIVE:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No: \_\_\_\_\_

Cell No: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Provide e-mail address if you would like to receive next year's renewal information electronically (optional)

## INSURANCE COMPANY:

Agent: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone No: \_\_\_\_\_ Fax No : \_\_\_\_\_

## PERSONS AUTHORIZED TO OBTAIN PERMITS:

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Name: \_\_\_\_\_ Signature \_\_\_\_\_

Check here if everyone from your company is authorized to obtain permits. Otherwise, if box is not checked, only people above can get permits.

## **A Check List to Help Expedite your Street Contractor's License**

- Did you use the enclosed City of Cincinnati bond form or one downloaded from our web site?
- Is the Power of Attorney attached?
- Is the 'Surety' signature legible? If not, please print name under signature.
- Did you sign the bond form?
- Did you fill out and enclose the Company Information Sheet?
- Did you enclose a **signed** check for the proper amount?
- **Please note the new license fee**

Please submit to:

City of Cincinnati  
Department of Transportation & Engineering  
801 Plum St., Rm. 450  
Cincinnati, OH 45202